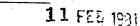
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MEMORANDUM	FOR: Associate Deputy Director for Science and Technology	
FROM:	Director, Foreign Broadcast Information Service	25 X 1
SUBJECT:	Annual Personnel Review	25 X 1
Jim:		
good to us.	e outline of 11 February for the Annual Personnel Review looks. The first paragraph should include a segment on foreign nasmuch as foreign linguists are so vital to FBIS operations.	
issues as: problems, a	thin the outline you suggest, we will probably touch on such headroom problems, new growth requirements, classification nticipated replacement needs, training costs, hiring grades,	25X1
career prog	ression problems, language incentives, and possible overages.	25 X 1
3. Ap suitable to	ril would be a convenient month to make this presentation if you. We are already gathering data.	25 X 1
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ANNUAL PERSONNEL REVIEW -- FOREIGN BROADCAST INFORMATION SERVICE

Today's Employees.

- -- Discuss numbers of people at Grades 11-15 in relation to position structure, including commitments to support positions outside your office. Discuss imbalances, if any, and things we might wish to do to improve situation.
- -- By grade, 11-15, discuss strengths/weaknesses of professional work force at each level. Discuss numbers of 1s, 2s, 3s, and 4s at each level.

2. New Recruits.

- -- Discuss likely numbers needed over next three years (which assumes, among other things, analysis of number eligible/likely to leave in near future).
- -- Discuss skills/backgrounds needed.
- -- Discuss sources--(internal, and/or external, including co-ops, CTs if applicable).
- -- Discuss problems/opportunities.

3. Analysis of Special Skills/Capabilities Situation.

- -- Language needs--if applicable.
- -- COTR needs--if applicable.
- -- Engineering/technical.